



Voluntary Merger Application

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING

County Government Center ♦ San Luis Obispo, California 93408 ♦ Telephone (805) 781-5600

This request is for **VOLUNTARY MERGER OF CONTIGUOUS PARCELS:**

APPLICANT INFORMATION

Landowner Name _____ Day Phone _____

Mailing Address _____ Zip _____

Applicant or Agent Name _____ Day Phone _____

Mailing Address _____ Zip _____

Engineer or Surveyor _____ Day Phone _____

Mailing Address _____ Zip _____

Applicant's interest in property (owner or buyer) _____

PROPERTY INFORMATION

Assessor Parcel Number(s) _____ Total Site Area _____

Legal Description: Lot _____ Block _____ Tract _____ (or) Section _____

Township _____ Range _____ Parcel Map Number _____

Site Location (if no street address, describe first name of road providing access to the site, then the nearest roads, landmarks) _____

Indicate how many merged parcels are requested? _____

Do you own adjacent property? ☐ YES, ☐ NO _____

Were you the original subdivider of the property? ☐ YES, ☐ NO _____

Have you reviewed county records and found that the subject property after its creation has ever been the subject of a recorded certificate of compliance? _____

Have you reviewed county records to determine if the subject property after its creation has ever been the subject of a recorded map? _____

If the purpose of the map was to create parcels, and the boundaries do not match the subject parcel, then the subject parcel has lost its separate identify through resubdivision.

Have you reviewed department records to find any past information that may relate to the subject property, specifically including an investigation as to whether the county has issued a permit or grant of approval for development of the property? _____

PROPERTY OWNER SIGNATURE _____ DATE _____

STAFF USE ONLY

Date Request received: _____ Fee: \$65.00 per application

Intake Planner: _____ Assigned Case Planner: _____ Resulting Number of Lots _____

VOLUNTARY MERGER

A Voluntary Merger of Contiguous Parcels is a process where two or more contiguous parcels or units of land under common ownership which have been created under provisions of this title or any previous law regulating the division of land or which were not subject to such provisions at the time of their creation may be merged without reverting to acreage pursuant of the provisions of Section 21.06.085 of the County Code (Real Property Division Ordinance).

WHAT DO I NEED TO DO TO FILE AN APPLICATION?

A request for Voluntary Merger shall include the following:

1. Filing fee in accordance with the adopted County fee Schedule. This fee is \$65.00 per application.
2. A completed application for Voluntary Merger.
3. Assessor parcel map, or in the case of large acreages a map identifying the parcel or parcels in question. Identify each of the properties requested to be merged. We can provide you with the assessor parcel map as a part of your application.
4. Copies of all current deeds. Copies of the title document(s) that created the parcels in question. These must be legible copies of all deeds affecting the property beginning with the deed that described the property prior to its current configuration from that time to the present, unless the parcels were created through a recorded tract map, parcel map, or official map. Refer to the handout titled "Subdivision Regulation Matrix, (Summary of Requirements for Subdivision)" that will help you to verify the legality of existing parcels by providing a history of subdivision regulation in the county. Where the deeds are not legible, the county may require a typed copy of all handwritten deeds. Where determined to be necessary to review the application, you may be required to submit deeds describing adjacent property or maps or other supporting documents to support or clarify when and how the parcel (s) in question were created.
5. A copy of a consent of land owner for other partners or owners of interest in the property.

REVIEW AND APPROVAL

An application for a voluntary merger is submitted to the Department of Planning and Building. Department staff will review the information provided with the application and in some instances consult with County Public Works or with the County Counsel as to the manner in which the property was created.

Upon receipt of a complete voluntary merger application and all necessary accompanying information, the Direction of Planning and Building shall cause a notice of voluntary merger to be filed with the County Recorder within ninety (90) days. A certificate shall be prepared according to the standards set forth in Government Code section 66436, and will be signed and acknowledged by all parties having any record title interest in the real property proposed to be merged, consenting to the preparation and recordation of the notice of merger and to the waiver of notice of said merger.

Upon completion of the staff review, and signatures of all of the owners of record, a notice of the cost of recording the voluntary merger will be provided to the applicant/agent. Upon payment of this recording fee, the Voluntary Merger shall be recorded in the office of the county recorder. Once a certificate has been issued, it will contain a new description of the property and any underlying parcels that previously existed cannot be recognized as separate parcels.